

FLSA Determination Worksheet

Region: Service-wide

Organizational Unit: Varies

Position Description Number: S000373

Title, Series, and Grade: Financial Management Specialist, GS-0501-13

FLSA Determination: Exempt

Note: Do not presume that an employee is FLSA nonexempt or exempt based on the grade level of the position. Human Resources specialists must analyze the duties to make a determination--do not use a checklist. Employees are FLSA nonexempt unless we determined that the employee meets the requirements of one or more of the exemption criteria in 5 CFR Part 551(see 225 FW 6) and supplemental OPM guidance.

Basis: If you determine a position is exempt, cite the 5 CFR Part 551 reference and the primary duties that form the basis for the determination:

This position is determined to be Exempt under the **ADMINISTRATIVE EXEMPTION** found in the 5 CFR 551.206 in that it meets both of the following criteria:

1. Primary duty is performing office non-manual work directly related to the management or general business operations (as distinguished from production functions) of the organization or the organization's customers.

The incumbent of this position must apply mastery knowledge of the concepts, principles, practices, laws, and regulations of budget and finance as well as the FWS accounting and financial management systems and FWS Regional accounting practices in the conduit of the duties and responsibilities described in the PD. The incumbent provides staff direction and guidance; authoritative policy interpretations on functional systems design issues; identifies operating policies and procedures to be developed or revised; advises senior agency executives on the direction and allocation of resources for operation and administration of the agency business/resource management systems; and conducts reviews of automated and manual accounting and financial management systems.

AND

2. Primary duty involves *exercise of discretion and independent judgment* with regard to *matters of significance*.

The incumbent provides expert leadership and support to all organizations within the Region relating to the implementation and operation of FBMS in the Region. This requires selecting and using many different and unrelated financial analysis techniques and methods relative to the implementation and operation of a rapidly evolving state-of-the-art automated system. Guidelines may or may not exist; those that do exist often require adaptation, modification, or actual development to meet the needs that are unique to the assigned Region. The work directly affects fiscal effectiveness and efficiency and the resolution of significant issues relating to Regional budget and financial management.



HR Specialist



Date